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Rules and Regulations

ADOPTED BY THE

Board of Managers

FOR THE

House of Refuge.

—0—

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HOUSE OF REFUGE PRINTING CLASS.
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RULES AND REGULATIONS

ADOPTED BY THE

BOARD OF MANAGERS

FOR THE

HOUSE OF REFUGE.

Rule 1.--No spirituous liquors shall, upon any pretence whatever, except by order of the physician, be brought into the House of Refuge.

Rule 2.—No species of gambling, nor games or plays having a tendency thereto, shall be permitted.

Rule 3.—None of the children shall be allowed to use tobacco, nor to receive any article or present, except with the approbation of the Superintendent, who shall inform all visitors of this regulation.

Rule 4.—No officer, teacher or employee shall receive a gift or present from the inmates or their friends.

Rule 5.—No boy shall go into the girls' house or yards, nor any girl into the boys' house or yards, except to attend chapel service, or when accompanied by an officer.

Rule 6.—Some person shall at all times be in charge of every inmate, and be responsible for his or her safe keeping; such charge shall not be delegated to one of the inmates under any circumstances.

Rule 7.—Children may be permitted to leave the

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premises in case of illness or death of parents o near relations, by special permission of the Superin tendent, to be recorded in the Daily Journal, always accompanied by one of the officers of the House, o some person delegated by the Superintendent. The may also be permitted to leave the premises when re quested by a magistrate or district attorney to atten as a witness.

RULE 8.—There shall be as many watchmen as th Board may deem necessary to properly guard th premises at night There shall also be females a pointed to watch in the girls' house.

RULE 9.—The Superintendent shall, with the a proval of the Executive Committee, prepare a co of Fire Rules for the prevention and extinguishme of fire, and to ensure the escape of inmates in t case of fire. These rules shall be printed and poste about the buildings and premises; also a code of rul to be approved by the Executive Committee for t government of the shops, to be posted therein; and code of rules for the guidance of the night watchme The Superintendent shall see that the night watch faithfully kept.

RULE 10.—The Executive Committee at each regul meeting shall ascertain, by the Superintendent's r port and otherwise, whether the fire rules have bee strictly complied with. A brief statement of the conclusion shall be entered on the minutes of t Committee.

RULE 11.—The officers in charge shall examine the respective shops, after the same have been closed f the day, and shall satisfy themselves that all doo and windows are fastened, and all fires and lights e

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tinguished, and that all tools are placed beyond access of the boys.

RULE 12.—No light, unless stationary, or contained in a lantern, and no smoking, shall be allowed in the workshops, dormitories, cellars, garrets, or in any of the out buildings None but safety matches approved by the Superintendent shall be permitted.

RULE 13.—Parents, guardians, brothers and sisters of children and near relatives or friends of children accompanying the parents, may visit them once in each month, and oftener in special cases, in the discretion of the Managers or of the Superintendent, subject to the rules of the House. On their first visit they shall receive from the Superintendent a visiting card, which must be produced on every subsequent visit. Their visits shall be confined to the hours between two and four o'clock, except in the case of persons residing at a distance, and shall take place under the supervision of the Superintendent or Matron, or such officers as may be designated.

RULE 14.—It shall be the duty of the Superintendent to report to the Executive Committee the name of any person or persons, male or female, not engaged under contract or committed according to law, who shall have stayed in the House any day or night of the week preceding his weekly report. Every officer, teacher and employee having guests shall report their names weekly to the Superintendent and the length of time they remain in the house.

RULE 15.—The Ferry Master shall allow all persons employed in the shops, or having business with the Superintendent, the officers, their families and friends desiring to visit them, to cross the ferry at all times

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when open, and no other persons, unless specially permitted by the Superintendent, or introduced by the Manager, or by the *Clerk of the Society*. Any violation of this rule shall be reported to the Executive Committee.

RULE 16.—The ferry shall be closed at ten P. M., and no person employed on the premises shall be absent after that hour, unless by special permission from the Superintendent. The ferry shall also be closed from 10½ A. M. until 12 M. on Sundays.

RULE 17—Leave of absence for a day may be granted by the Superintendent, and no officer, teacher, or employee shall be absent without his permission. Leave of absence for a longer period, not exceeding four weeks in one year, may be granted by the Executive Committee. All absences shall be entered in the daily journal.

In the male department no more than two officers and one teacher, and in the female department not more than one matron and one teacher may be absent at the same time. This provision shall not apply to leave of absence granted by the Superintendent on Sundays and on week days from closing to 10 P. M. In special and extraordinary cases the Executive Committee may grant a special leave of absence, not exceeding ten days, but involving loss of pay.

RULE 18.—No officer or employee except the Superintendent shall hereafter bring a family to reside in the Institution, except by special permission of the Board of Managers.

RULE 19.—In all future engagements, except in the case of the Superintendent, the method of compensation shall be a fixed money salary, and in addition thereto, board for the individual at the officers' table,

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in the male or female department, as the case may be; lodgings, light, fuel when needed, and necessary medical attendance by the house physician

RULE 20.—No officer, teacher or employee (except the physician) shall be engaged in any private business or undertaking while in the service of the House.

RULE 21.—The following tables shall be observed throughout the Institution and no departure therefrom shall be made except for unavoidable and satisfactory reasons, which shall be noted by the Superintendent in his Daily Journal.

DUTIES OF OFFICERS.

Officers will receive all orders through the Superintendent.

Officers should be firm, impartial, kind and vigilant.

An order given should be followed up, and it should be seen that it is properly executed.

Officers in charge of inmates shall see that the latter are attentive to their work, do not idle, preserve a proper position and are as clean as the nature of their work will permit. The officers shall endeavor to stimulate interest in the work in hand.

No act of disobedience or insubordination shall go unpunished.

A system of marking shall be adopted in each department to determine the merits of the boys employed. A monthly report shall be handed the Superintendent giving the result of the month's work, including cleanliness and deportment and degree of proficiency of each boy.

A distinction should be made by officers between an

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excess of animal spirits, viciousness and lawlessnes

Officers will bear in mind that their first duty is t enforce absolute and prompt obedience and respec for law and authority.

Officers shall be held responsible for the proper per formance of the work under their supervision, an for the proper care of rooms and utensils employed and for the storing of the latter on termination o work.

All inmates leaving school or work shops or wher ever employed shall be furnished with a pass and th time marked by the officer in charge.

The Superintendent shall see that all inmates a tend school sessions regulary, as far as practicable

Officers in charge of dormitories, shall see that th bed clothing when boys rise be so disposed in a uni form manner as to thoroughly air the beds.

Officers shall see that overalls be used in all wo in which clothes would be soiled or injured.

All officers must thoroughly understand and know how to work the automatic opening apparatus used i dormitories. It shall be used for releasing ever Monday morning.

The report on the condition of the same shall b made every day by the officer of the day.

The assignment of inmates on time of reception i the House to the first or second religous services sha be directly in the hands of the Superintendent, wh shall be responsible in the premises.

A complete and accurate weekly roll of the inmat suall be kept for each service in each division. Th roll in each division shall be called for each servic each inmate to answer or to be accounted for to th

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officer of the day.

The inmates coming down from the first service shall be kept in line in a separate part of the yard or playroom, until after the formation of the second service is perfected, as before prescribed.

The foregoing is to prevent any intermingling of the inmates belonging to their respective services.

Assignment of the girls as above shall be made by the Matron.

All boys shall be assigned directly by the Superintendent to the First, Second and Primary Divisions, to shops and other departments.

The Assignment of the girls shall be made by the Matron.

Rewards and Punishments.

No reward of merit shall be bestowed on any inmate except a shortening of the time of service which may have been extended beyond one year.

Boys in punishment squad shall be drilled at the setting up drill, and marching, with proper intervals of rest.

All boys shall salute the Superintendent and officers of the Institution and members of the Board of Managers except when on duty or at play in the yard.

The word duty is understood to mean, while at their work in the shops, while in ranks, during the school sessions and while performing services on the farm, and in cleaning buildings, etc., etc.

Officers in charge of dining rooms shall see that the boys behave in a proper manner and that the service is properly conducted.

In bestowing rewards, the con uct in all departments shall be considered.

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When the Superintendent, accompanied, by one or more members of the Board of Managers, visits the school or shops, the teacher or officer in charge shall call the boys to attention and they shall remain at attention until ordered to resume their work. Any boy or girl addressed by the Superintendent or a member of the Board of Managers or visiting committee shall stand until the interview is terminated.

Punishments shall be confined to extra time in the House of Refuge, locking up, keeping at attention and extra drill, according to the nature of the offense.

Schools.

All inmates shall maintain a proper position, both when seated or standing.

Strict attention shall be required during instruction.

The teacher shall endeavor to stimulate interest.

The curriculum of studies for each class in each division for the year shall be prepared by the Principal of Schools and posted in each class room.

Inspection.

The First and Second Assistants or either of them shall be detailed on alternate days, as officers of the day, in the discretion of the Superintendent.

The Officer of the Day, daily at 10 A. M. shall inspect all the buildings, outhouses, grounds, rooms and everything pertaining to the House of Refuge which are occupied by, or used directly or indirectly for the accomodation of the employees and the inmates and hand to the Superintendent at the completion of the inspection, not later than 8 P. M. the following signed certificate:

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TO THE SUPERINTENDENT:

I hereby certify that I have inspected the buildings and grounds connected with the House of Refuge and find them in the following condition:

Officer of the Day.

The Superintendent shall make a weekly inspection of the boys in the First and Second Divisions, and also of the buildings and grounds, accompanied by one or more of the Managers designated by the President of the Board at its monthly meeting—including both the Boys' and Girls' Departments and the result of the inspection shall be entered in a book kept for the purpose.

Once a week an inspection shall be made of the Girls' and Primary Departments by the Matron, accompanied by one of the Ladies Visiting Committee.

All officers in charge of departments of the Institution, squads, etc., shall make all requisitions through the Steward. The latter shall inquire into the requisitions, and shall endorse thereon the result of his investigation, before handing it to the Superintendent. If the investigation requires any length of time, he shall at once report the matter to the Superintendent.

DUTY OF INSPECTING OFFICER BEFORE MEALS.

The boys shall be paraded and at attention. The inspecting officer shall go down the line and see that the shoes are clean, clothes brushed, clean and in repair, buttons on, cravats neatly tied, hair brushed, face and hands washed, nails and teeth clean.

In case of failure on the part of any boy, to comply

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with the above requirements, he shall be sent in charg
of an officer to the wash room and be compelled
present himself in a proper condition, and in case r
pairs be necessary that require time, the matter shou
receive attention at as early a moment as possib
during the next play hour, under supervision of th
Military Instructor.

ORDERS.

All orders changing the prescribed routine of t
House of Refuge shall emanate from the Executi
Committee or the Superintendent.

In the primary and girls' departments all orde
shall emanate as above and pass through the M
tron.

A copy of this schedule and instructions shall
posted in a conspicuous place in the House of Refu

All the above rules apply to the primary and gi
departments as well as to the First and Seco
Divisions.

Adopted by the Board May, 1884, and revised by t
Executive Committee by authority of the Board
Managers January, 1897.

No Manager shall give any direct order to any of
or employee of the Institution without the autho
of the Board of Managers or the Executive Commi
and then the order shall be transmitted in wri
through the Superintendent. This rule shall no
construed as limiting the authority of the School C
mittee over the Principal of Schools, and the teach

Adopted by the Board February, 1897.

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Fire Rules.

GENERAL INSTRUCTIONS.

PRESERVE DISCIPLINE, QUIET AND ORDER.

Special Instructions.

From 6 30 A. M. to 8 30 P. M. In case of fire, the oys belonging to the blacksmith shop, machine shop nd steam room, shall go to the engine house at once, nd report to the fireman in charge of the engine. 'he machinist shall repair at once on the alarm of re to the engine house, and take charge of the boys nder the direction of the fireman.

The seamanship class shall repair at once to the ook and Ladder house, and report to the Nautical istructor.

In case of an alarm of fire and the necessity of re- oving inmates from the building, they shall be arched to their respective play grounds, in charge of eir officers and kept in ranks until further orders.

Inmates shall not be marched from their rooms hen fire is in a remote part of the building, except case of danger and then only by squads to avert nic and trampling.

Inmates whether in dormitories, wash rooms, yards, ops or school, or any where else, shall be formed by e officer in charge, and marched when necessary to eir respective play grounds, and kept formed until rther orders from the Superintendent or his rep- sentative, except in cases of boys designated for ecial service. An alarm of fire shall be sent from

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the Superintendent's office by telephone or by mes
senger, whichever may be quicker, to officers in charg
of the departments. Officers shall not inform the in
mates of the existence of fire, except in case of nece
sity. They shall endeavor to quiet alarm and preve
panic.

AT NIGHT.

In case of fire at night the inmates shall be arouse
made to dress and kept in the dormitories, except
case of danger. In case the fire is near the dorm
tories or exits therefrom, they shall be marched fr
the dormitories to the place of formation in the pl
grounds—small squads shall be released at a time
the officer standing in the doorway, to prevent crow
ing and excitement. After the formation of the i
mates on the play grounds, the Assist. Superintende
or the officer next in rank, shall release as ma
officers from duty in charge of formation as possi
to report to the Superintendent.

The officer in charge of the Second Division dorm
tories shall upon the detection of fire, repair to t
rotunda and ring the bells to the officers' quarters, w
shall immediately repair to their respective dorm
tories.

He shall also ring the alarm bells to the sever
dormitories to notify the boys to dress. In case t
fire is near the dormitories the officers shall unlo
the cells, and if the case be urgent, shall send t
boys to their play grounds to form in ranks and awa
further instructions.

All officers shall act under orders of the Superi
tendent or fireman in charge.

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The Seamanship Class shall be instructed at least once a week in the use of the hook and ladder.

The inmates of the school, shall be drilled once a week in leaving the class rooms quietly and in good order, under charge of their teachers and form in the play grounds, in charge of an officer designated for the purpose by the Superintendent.

The officer of the Day on his daily inspection shall see that the tanks are full.

The ferryboat "Refuge" shall be kept ready at night to perform such service as may be required.

The officer of the day shall see that all pails for fire purposes are filled, and that all extinguishers are in order.

Only safety matches shall be used.

No uncovered lights shall be carried.

A slight fire shall be extinguished by the officer in charge, at or near the location of the fire.

The cells must always be unlocked and the door, away from the scene of the fire, must be opened and guarded.

Boat boys must be notified, if not already on the boat.

An officer or any one else discovering a fire shall either personally or through a reliable person notify the Superintendent at once, stating location of fire.

Officers shall be instructed in the use of the Fire Extinguishers by the fireman. The steward in case of fire shall have charge of the use of the extinguishers, under the direction of the Superintendent.

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Fire Rules.

HOSPITAL.

On the alarm of fire, by day or night, the patients shall be prepared by the nurses to leave the hospital. Those dressed who are able, and those who are too weak, shall be placed on litters. If the danger is imminent, the patients shall be removed by the nurses to the nearest point of safety and shelter on the grounds.

A fire escape is connected with the Hospital on the outside of the building.

In case of fire originates in the Hospital and is of a slight nature, the nurses shall use the Fire Extinguishers, the uses of which they shall be taugh by the matron.

In the convalescents' room the same method as above shall be pursued. A fire escape is connected with this room outside of the building. The nurses should understand how to descend to the ground by it. In case there should be only one nurse on duty the matron shall designate permanently one of her assistants to repair at once to the Hospital on the alarm of fire.

DORMITORIES.

On the alarm of fire at night, the following routine shall be observed in the wards:

The Matron or the Acting Matron shall be in charge. She shall designate permanently one of her assistants to awaken and caution to dress all the girls sleeping in the eleven rooms opening out of the play-room. She

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shall cause them to form in the play-room, and be prepared to remove them from the building, when necessity requires, either by the door leading to the front of the building, or by the door in the corridor leading to the playground.

There shall be two watchwomen on duty at night. One shall be designated by the Matron to have charge of the second floor dormitory, and one to have charge of the third floor dormitory.

On the alarm of fire they shall arouse the girls and cause them to dress, and remove them, when necessary, to the play ground or front of the building or through the Primary Department, as the location of the fire shall warrant.

In the Primary Department there shall be two watchwomen in charge. One designated for the second floor, and one for the third floor. They shall arouse the inmates, cause them to dress, and if the danger is imminent, remove them either through the Girls' Department or by the stairs to a place of safety in the play ground or in front of building. Care shall be exercised to prevent panic.

In all cases of fire in the Girls' or Primary Departments, it shall be the duty of the Military Instructor to proceed at once to the scene and prevent disorder or panic. Such other officers as can be spared shall be sent by the Superintendent to assist the Military Instructor in his duties.

All doors opening on the hallways shall be kept open at night. In case of necessity, those nearest the scene of the fire shall be shut, and the inmates shall be removed in the opposite direction when practicable.

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On the detection of fire, the alarm bell shall be rung from the Superintendent's office, to the officers' quarters in the Girls' and Primary Departments. An alarm should be rung from the corridors to the officers' quarters in the Girls' and Primary Departments when the fire occurs in that wing.

Fire.

In School.

In case of the alarm of fire during the school session of the Girls' and Primary Departments, the children shall by either of the exits be quickly removed to the first floor and to the play ground, or front of the building if necessary.

The same routine shall be observed in the Primary Department sewing room. Great care shall be observed in regard to this room, as it has only one exit.

At Night.

Boys detailed for service on the boat shall sleep in adjoining cells or bunks

Boys employed in Machine, Blacksmith and Steam shops, shall sleep adjacent to one another.

Boys belonging to the Nautical Class shall sleep adjacent to one another.

The Machinist or the officer replacing him in case of his absence shall go at once to the bunks of the boys detailed for service under his order, and conduct them to the Fire Engine House.

The Nautical Instructor shall do likewise with the boys in the Nautical Class, and conduct them to the Hook and Ladder House.

When the fire is small the officer discovering it shall report it to the Superintendent personally or otherwise before sounding the alarm in the city or for the Fire Boat.

When the danger is imminent the alarm shall be sounded at the earliest possible moment.

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Schedule of Officers' Duties.

FIRST ASSISTANT SUPERINTENDENT.

To see that the officers of second division are on duty in wash room at 6 30 A. M. To supervise the first and second division diuing rooms at meals on alternate days. To attend to reports on complaint book. To have a general supervision of the boys during the day, and until after locking up at night; and to attend to any special duties that may be required. To take charge of chapel on Sunday. Relief duties alternately with the Second Assistant Superintendent every other day after supper at night and every other sunday.

SECOND ASSISTANT SUPERINTENDENT.

To see that officers of first division are on duty in wash room at 6 30 A. M. To supervise the first and second division dining rooms at meals on alternate days.

To have a general supervision of the buildings and premises, including repairs and cleanliness; and to attend to any special duties that may be required.

Relief duties alternately with the First Assistant Superintendent every other day after supper at night and every other Sunday.

MILITARY INSTRUCTOR.

6 30 A. M. Receive first division battalion in wash room.

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6 40 A. M.	March battalion to dining room and take charge of same during breakfast.
7 45—8 45 A. M.	Drill battalion and recruit squad.
8 45—9 00 "	March battalion to wash room. Inspect and then march to school rooms.
9 00—11 45 "	Account for school absentees and superintend the clothing department.
12 M.	March battalion to dining room and take charge of it during dinner.
1 05—1 50 P. M.	Drill second division battalion and recruit squad.
2 00 P. M.	Inspect and march second division battalion to school rooms.
2 00—4 00 P. M.	Account for school absentees and superintend clothing department and supply clothes and underclothes.
4 00—4 30 "	Drill primary boys.
5 10—5 20 "	March first division battalion to wash room, thence to dining room and take charge of same during supper.
5 45 P. M.	March first division battalion to school rooms, after which account for school absentees.

Locking — Take census. Assign boys to their sleeping places and make diagrams showing the sleeping place of every boy in the first and second division halls.

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SATURDAYS.

Morning duties as usual except drill. Bathe first division boys during forenoon as per schedule. Attend rotunda door during visiting hours except when called to dress boys. In addition to usual night duties, take charge of first division boys from 6 P. M. to 7 P. M. in school rooms every alternate Saturday.

SUNDAY ON.

Morning duties as usual every Sunday. 8 A. M. to 9 A. M. superintend cleaning of shoes, both divisions. March boys to Chapel (both services) remain with them and march to yards. Noon duties as on other days. In the afternoon take charge of Protestant Sunday School from 2.30 P. M. to 4 P. M. Night duties same as Saturdays.

NAUTICAL INSTRUCTOR.

6 30 A. M.	Receive second division battalion in wash room.
6 40 "	March second division battalion to dining room and remain with same during breakfast.
7.30 A. M.	March nautical class to shop and instruct the same.
10 00 "	March class to yard closet.
11 45 "	March class to wash room.
12 00 M.	March battalion to dining room and remain with same during dinner.
1 00—2 00 P. M.	On second division yard.
2 00—5 00 P. M.	General duties as may be required.
5 10—5 20 P. M.	March second division battalion to wash room, then to dining room and remain with same dur-

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ing supper. When on duty at night account for school absentees, and at locking take census.

SATURDAY.

Morning duties as on other days. Bathe second division boys during forenoon as per schedule. Noon duties as on other days, 12 30—2 00 P. M. 2 00—4 00 P. M. receive tickets from visitors with passes, etc., in rotunda.

5 10—5 20 P. M. March second division boys to wash room, thence to dining room and take charge of same during supper. Saturday nights on duty in addition to usual night duties, go in school rooms from 6 P. M. to 7 P. M. or into Second Division playroom and assist in taking charge of second division boys.

SUNDAYS ON.

Morning duties as on other days.

Every Sunday 8 A. M. to 9 A. M. superintend the cleaning of boys' shoes (both divisions). March boys to chapel (both services) and remain with them and march to yards. Noon duties as on other days In afternoon take charge of Catholic Sunday School from 2 30 P. M. to 4 00 P. M. Night duties same as on Saturdays.

DUTIES OF OVERSEER SECOND DIVISION.

Relief duties as per schedule.

To take charge of second division yard daily up to 2 P. M. and every other Sunday; to see that it is kept in proper order and the closets and urinals are kept clean; also that no boy crosses the yard during shop or

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school hours without a pass; to take charge of the bottom shop from 2 P. M. to 4 P. M. Take charge of Second Division yard from 12 30 to 2 and from 4 30 to 4 45 P. M. every school day.

DUTIES OF OVERSEER FIRST DIVISION.

Relief duties as per schedule.

To take charge of First Division boys every school day up to 9 00 A. M. and from 11 30 A. M. to 1 00 P. M., and to act as relief officer from 9 00 to 11 30 A. M. To take charge of stocking shop from 1 00 to 4 45 P. M., every school day; and on Saturday from 7 30 A. M., to 11 45 A. M.

ASSISTANT OVERSEER FIRST DIVISION.

Relief duties as per schedule.

To take charge of first division yard daily and every other Sunday; to see that they are kept in proper order and the closets and urinals are kept clean; also that no boy crosses the yard without a pass; also to relieve squad officer.

HALLMAN SECOND DIVISION.

Relief duties as per schedule.

Take charge of North dormitories, adjoining halls and chapel, to see that they are kept clean and in proper order; that all beds are aired when their occupants rise and are properly made and any that are wet be aired and dried before making up. To assist Overseer of Second Division boys from 1 to 2 and from 4 30 to 4 45 P. M. every school day; see that Rotunda, playrooms and front walks are lighted the nights on duty.

HALLMAN FIRST DIVISION.

Relief duties as per schedule.

Take charge of south dormitories, adjoining halls,

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and rotunda; to see that they are kept clean and in proper order; that all beds are aired when occupants rise and are properly made, and that any that are wet are aired and dried before making up. To assist Overseer of Second Division in taking charge of second division boys from 1 to 2 and from 4 30 to 4 45 P.M. every school day; to see that Rotunda, Library, front hall and play rooms are lighted at the proper time when nights on duty.

WATCHMEN—FIVE.

Three watchmen on first division dormitories, from locking, to unlocking in the morning. One watchman for the four dormitories in the second division from locking to unlocking. They are all to be awake and to ring the watchman's clock every hour.

One outside watchman shall make regular rounds at 10 P. M. of all buildings pertaining to the Institution and remain on duty until 6 30 A. M. and shall ring the watchman's clock every hour. Relieve guard house officer every night for supper and every alternate night from 5 30 until 9 00 P. M.

RELIEF DUTIES.

The dormitory watchmen will relieve the guard house officer for breakfast in the order heretofore followed. Two watchmen will be on duty every night from the time the boys go to school until bedtime, to patrol the yards, to see that no boys are out of their place and perform any other duties that may be assigned them.

STEWARD.

Usual duties as purchasing officer, preparing estimates, etc., etc. Perform storekeeper's duties every other Sunday.

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STOREKEEPER.

Alternate with cook and remain on premises on alternate nights.

Nights on duty, the following morning to be in the kitchen promptly at 6 o'clock—sooner if necessary—in order to have breakfast properly cooked and ready promptly at 6 40 A. M. Remaining duties of each day; special duties of storekeeper.

Alternate every other Sunday with the cook. Sundays off, duties as storekeeper will be performed by Steward.

COOK.

Alternate with Storekeeper and remain on premises on alternate nights.

Nights on duty, the following morning to be in kitchen promptly at 6 o'clock—sooner if necessary—in order to have breakfast properly cooked and ready promptly at 6 40 A. M.

March dining room, kitchen, baker shop, and storeroom boys to bath room, noon and night.

Remaining duties of each day, special duties as cook.

Alternate every other Sunday with the Storekeeper.

Nights on duty assume duties of First Division Dining Room Matron after supper.

To be particular in having bells rung as per schedule.

BAKER.

Special duties as baker, each day, begining at 6 00 A. M.

Alternate with Second Division Dining Room officer on Sundays and through the week after supper.

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SECOND DIVISION DINING ROOM OFFICER.

Meals to be on table promptly at 6 40 A. M., 12 M., and 5 20 P. M. (5 05 P. M. in winter), being careful to see that the food is properly distributed each meal; to see that the dishes are properly washed, and tables chairs, cupboards and floors are kept clean.

Will be relieved every other night after supper, and every other Sunday by the baker.

PRINTER.

Duties as printer daily as may be required. Relief duties as per schedule.

TAILOR.

Regular duties as tailor every day as may be required. Relief duties as per schedule, including dining room duties.

SHOE SHOP INSTRUCTOR.

Regular duties as instructor every day as may be required. Relief duties as per schedule.

MACHINIST.

Regular duties as machinist every day as may be required. Relief duties as per schedule. Conduct patients to hospital every morning from First Division.

BLACKSMITH.

Regular duties as blacksmith every day as required. Relief duties as per schedule.

PAINTER.

Regular duties as painter, every day, as may be required. Relief duties as per schedule—First Division

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CARPENTER SHOP INSTRUCTOR.

Regular duties as carpenter, every day, as may be required. Relief duties as per schedule.—Second Division.

CARPENTER No. 2.

Duties as may be required from day to day. Relief duties as per schedule. Conduct patients to hospital every morning from Second Division.

CARPENTER No. 3.

Duties as may be required from day to day. Relief duties as per schedule.—First Division.

FLORIST.

Regular duties as florist as heretofore performed. Relief duties as per schedule.

GARDENER.

Regular duties as gardener as heretofore performed. Relief duties as per schedule, including dining room duties.

CARTMAN.

Regular duties as cartman as heretofore performed. Relief duties as per schedule. Dining room duties, when required.

FIRST DIVISION DINING ROOM MATRON.

Meals to be on tables promptly at 6 40 A. M., 12 M. and 5 20 P. M. (5 05 P. M. in winter) being careful to see that the food is properly distributed each meal; to see that the dishes are properly washed and tables, chairs, cupboards and floors are kept clean.

Will be relieved every other night, after supper, by the cook and every other Sunday by the Linen Room Matron.

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CLERK.

To receive all new inmates with committment from Magistrates. By examination secure their history and then turn them over to Military Instructor to be washed and dressed. Make all entries regarding inmates in the different books. Send and receive all mail for the Institution Alternate with Messenger Boy every other night and with Visiting Agent every other Sunday. Also to act as stenographer and typewriter to Superintendent and Board of Managers.

BOOKKEEPER.

To act in the capacity of general bookkeeper for the Treasurer and the Institution.

VISITING AGENT.

To visit and make examinat on of the homes of all inmates received.

Visit the houses and make inquiries about all inmates discharged to New York and Brooklyn. These are visited about once in three months for about one and a half years after discharged.

Enter results of all visits in the History Book.

Prepare the work for the Indenturing Committee and act as Secretary to said Committee; answering letters and other work falling to that office. Notify parents of inmates when they are eligible for dischage.

On visiting days on duty in the rotunda. Every other Sunday alternate with the clerk. To write up all badge books every week.

PRINCIPAL OF SCHOOLS.

To take the responsibility of the discipline of all pupils except those of the girls' and primary departments.

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To establish a course of study for all schools in the Institution.

To engage teachers under the authority of the School Committee.

To examine and place in proper classes all new pupils, except those for the girls' house.

To visit pupils in the hospital, to visit and talk with pupils under punishment from School, and to endeavor in every way possible to lead the pupils to a right living.

To order through requisition papers all school supplies. To keep sets of books showing number of pupils, class, conduct, scholarship, attendance, punishments inflicted and some minor matters.

To store and give out all school supplies.

To carry on correspondence relating to school affairs

To make all reports required by the Superintendent of Public Instruction for New York City.

To report repairs needed in the school rooms.

To establish and maintain as far as possible a harmony between the schools and the other branches of the Institution.

Vice-Principal.

To assume the position and duties of Principal in case of the absence or disability of that official.

To take charge of opening and closing exercises of the First Division classes.

To take as complete charge as may be of the discipline of the First Division.

To assist the Principal in any way and at any time that may be deemed wise.

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ENGINEER.

To alternate with fireman.

To start up at 5 A. M. and if no very important work is on hand to be relieved at 5 P. M.

On alternate nights he or the fireman are on duty until such time as steam is shut off in the buildings.

To care for the boilers and engines of the Institution, also all radiators, steam pipes, hot and cold water and gas pipes, to look after the gas house and keep all the above in repair. Also pumps, Croton water pipes. hydrants and fire tanks and hose throughout the Institution.

The plumber assists the engineer in the above work.

DOCTOR.

To visit the Institution daily and attend to the sick; to make a daily report to the Superintendent, a monthly report to the Board of Managers and a monthly report to the Board of Health of New York City.

DENTIST.

To call at the Refuge every week day except Saturday and attend to the hospital complaints, as well as examine all inmates and clean, fill and extract teeth when necessary. The Institution furnishes a local anaesthetic for painless extraction and gold and platina alloy as well as cement for filling teeth. The dentist furnishes artificial teeth free of cost where extracting leaves an unpleasent effect.

His annual report shows amount of work performed during the year.

OCULIST

The Oculist visits the Institution three times weekly, Monday, Wednesday and Friday, treats the eye cases

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personally suffering from external eye disease, performs operations on those needing an operation and examines the boys suffering from refractive errors. At stated intervals, at least once a month, or month and a half, all eyes of the inmates are inspected for eye disease, those suffering from contagious trouble being placed on special lists.

REGULAR RELIEF OFFICERS.

First Relief—Second Assistant Superintendent, Military Instructor, Overseer Second Division, Hallman Second Division, Tailor, Gardener, Assistant Overseer First Division, Painter, Machinist, Carpenter No. 2, Carpenter No. 3.

Second Relief.—First Assistant Superintendent, Nautical Instructor, Overseer First Division, Hallman First Division, Printer, Florist, Shoemaker, Carpenter Shop Instructor, Blacksmith, Cartman.

REGULAR RELIEF DUTIES.

DAYS ON.

Unlocking from 6 15 a. m. to 6 30 a. m.
Bath room from 6 30 a. m. to 6 40 a. m.
Breakfast from 6 40 a. m. to 7 05 a. m.
Bath room from 11 45 a. m. to 12 m.
Dining room from 12 m. to 12 30 p. m.
*On yards from 4 45 p. m. to 5 10 p. m
*Bath rooms from 5 10 p. m. to 5 20 p. m.
*Supper from 5 20 p. m. to 5 40 p. m.
*School (first division) from 5 40 to 7 15 p. m.
*School (second division) from 5 40 to 7 45 p. m.
Locking (first division) from 7 15 p. m. to 7 30 p. m
Locking (second division) from 7 45 p. m. to 8 p. m

*During winter months—December, January, February—time will be 15 minutes earlier.

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SATURDAYS.

Forenoon—Same as above.

Afternoon—On yards from 1 30 p. m. to 5 05 p. m.

Bath Room—5 05 to 5 20.

Supper—5 20 to 5 45.

Yards and school rooms—5 45 to 7 p. m.

Locking—7 p. m. to 7 15 p. m.

The on relief officers are to be relieved by the off relief officers while at their own breakfast and dinner, and on Saturday afternoons on yards from 3 15 to 5 05.

When an officer is excused from duty by reason of sickness or otherwise, his alternate is expected to take his place.

Every officer is liable to be called upon for special duty in case of emergency.

Four officers must be in each dining room at every meal, as follows:

SECOND DIVISION DINING ROOM.

First Relief—Nautical Instructor, Second Division Hallman, Tailor and Gardener.

Second Relief—Nautical Instructor, First Division Hallman, Printer and Florist.

FIRST DIVISION DINING ROOM.

First Relief—Military Instructor, Assistant Overseer First Division, Painter and Carpenter No. 3.

Second Relief—Military Instructor, Overseer of First Division, Shoemaker and Blacksmith.

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SECOND DIVISION ROUTINE.

DAILY.

FORENOON.

7 30 to 11 45 shops.
11 45 to 12 00 bath room.
12 00 to 12 30 dinner.

AFTERNOON.

12 30 to 1 05 on yards
1 05 to 1 50 drill.
1 50 to 2 00 bath room and inspection.
2 00 to 4 30 school.
4 30 to 5 05 on yard.
5 05 to 5 20 bath room.
5 20 to 5 45 supper.
5 45 to 7 45 school.
7 45 to 7 50 dormitory parade.
7 50 to 8 30 locking and fire drill.

SATURDAY.

Forenoon.—Shops as usual, bathe in squads and return to shops, as per schedule.

Afternoon.—Play in yards, or in play rooms, and reception of visitors from 12 30 to 5 05.

5 05 to 5 20 bath room and inspection.
5 20 to 5 45 supper.
5 45 to 7 00 time to be divided between play room and school rooms.
7 00 locking.

FIRST DIVISION ROUTINE.

DAILY.

7 30 to 7 45 on yards.
7 45 to 8 30 drill.
8 30 to 8 45 on yards.

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8 45 to 9 00 bath room and inspection.
9 00 to 11 30 school.
11 30 to 11 45 on yards.
11 45 to 12 M bath room.
12 M to 12 30 dinner.

AFTERNOON.

12 30 to 1 P M. on yards.
1 00 to 4 45 shops.
4 45 to 5 05 on yards.
5 05 to 5 20 bath rooms.
5 20 to 5 45 supper.
5 45 to 7 15 school.
7 15 to 8 00 dormitory and fire drill.

SATURDAY.

7 30 to 11 45 150 to knitting shop.
7 30 to 11 45 remainder in yards.
7 30 to 11 45 boys both in knitting shops and in yards bathe in squads as per schedule, and then return to shops or yards.
11 45 to 12 M bath room.
12 m to 12 30 dinner.
12 30 to 5 05 play in yards, or in play rooms, and reception of visitors.
5 05 to 5 20 bath room.
5 20 to 5 45 supper.
5 45 to 7 00 time to be divided between play rooms and schools.

SUNDAY.

FORENOON

6 15 rising bell.
6 30 to 6 40 bath room.
6 50 to 7 10 breakfast.
7 15 to 7 30 yards.
8 40 to 8 55 bath room, Catholic boys.
9 00 to 10 00 chapel (Catholic).

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10 30 to 11 30 chapel (Protestant).
11 40 to 11 50 yards.
12 00 to 12 10 bath room.
12 15 to 12 45 dinner.

AFTERNOON.

12 50 to 1 20 yards.
1 25 to 1 40 clothing inspection.
1 40 to 2 15 yards.
2 30 to 4 00 Protestant Sunday School.
2 30 to 4 00 Catholic Sunday School.
4 00 to 5 05 yards.
5 05 to 5 20 bath room.
5 20 to 5 45 supper.
5 45 to 7 00 time to be divided between play room and school rooms.
7 00 locking.

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SYSTEM OF MARKING FOR CONDUCT IN ALL DEPARTMENTS

Offences shall be divided under three heads, viz:

First.—Playfulness and carelessness.

Second —Indifference and laziness.

Third.—Insubordination, stubborness, immorality, disobedience and violation of the rules.

Offences of the first cass shall be marked by two demerit mark.

Offences of the second class by three demerit marks.

Offences in the third class to be marked in the discretion of the disciplinarian.

Forbearance and care shall be exercised.

Officers in charge shall report the nature of the offence and demerits shall only be given when fully deserved and when a reprimand fails to answer the purpose.

These marks shall be given in addition to punishments inflicted by the Disciplinary Officer.

The demerit marks shall count in charging time.

Absence of marks count in favor of a reduction of time charged.

The marks given shall be brought to the attention of the inmate once a month.

Any inmate, receiving five marks during any one week shall have his time extended one week; receiving ten marks shall have his time extended two weeks—fractions not to count—and so on.

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Should any inmate go one month without demerit marks, having extra time charged against him, the extra time shall be removed by the Superintendent at the rate of one week for each month without demerit marks.

The demerit marks shall only be given by, and in the discretion of the Disciplinary Officer, on a report of the conduct of an inmate by one of the Managers or officers of the Institution, care being exercised in placing the offence under the proper head.

Extra time may be removed in the discretion of the Superintendent.

If the inmate is incorrigible, his case shall be dealt with by the Executive Committee.

The above system shall be explained by the Superintendent to each inmate, on his arrival, and again two weeks after his arrival.

MARKING SYSTEM FOR INDUSTRIAL DEPARTMENTS.

In every shop or working room a roster of the inmates employed shall be kept.

At the expiration of each week a report on printed blanks shall be handed the Superintendent by the officer in charge of the working room, noting opposite each name the proficiency in work of the inmate in the following terms: VERY GOOD, GOOD, INDIFFERENT; BAD, VERY BAD.

The sheets on which this record is kept shall be preserved and shall be counted by the Superintendent in reduction of time charged, provided the conduct of the inmate warrants such action.

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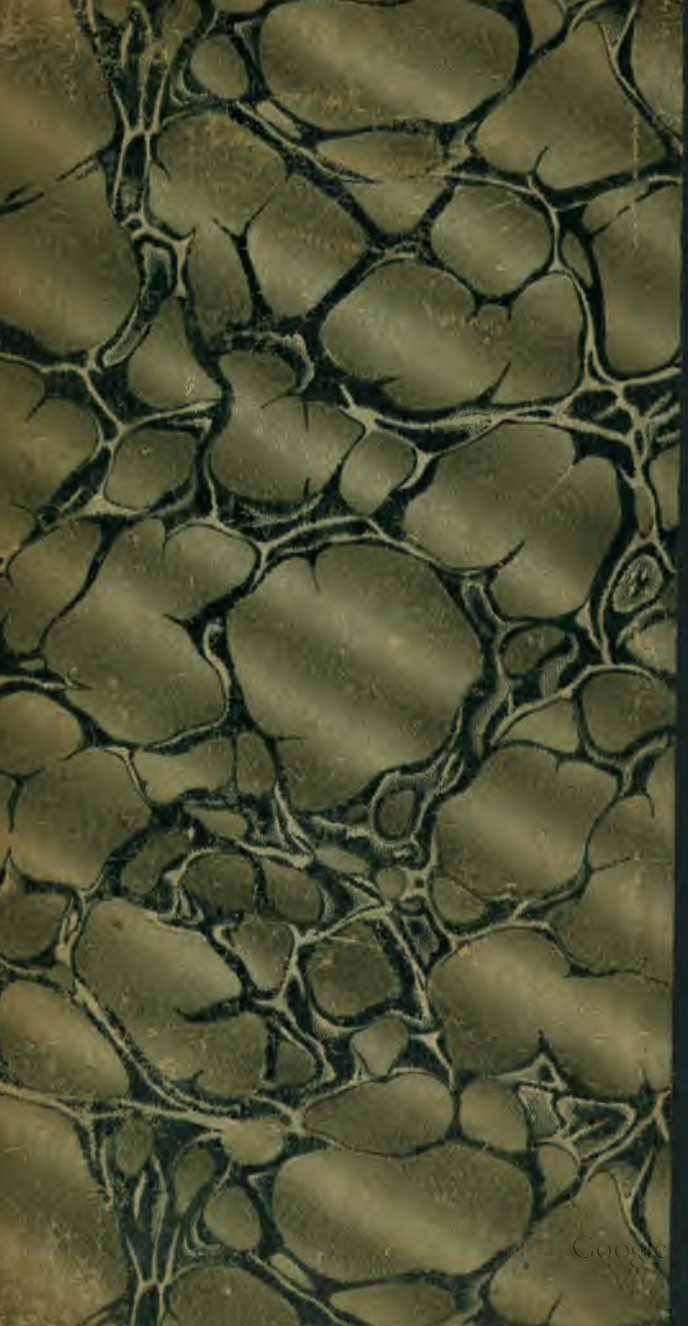
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